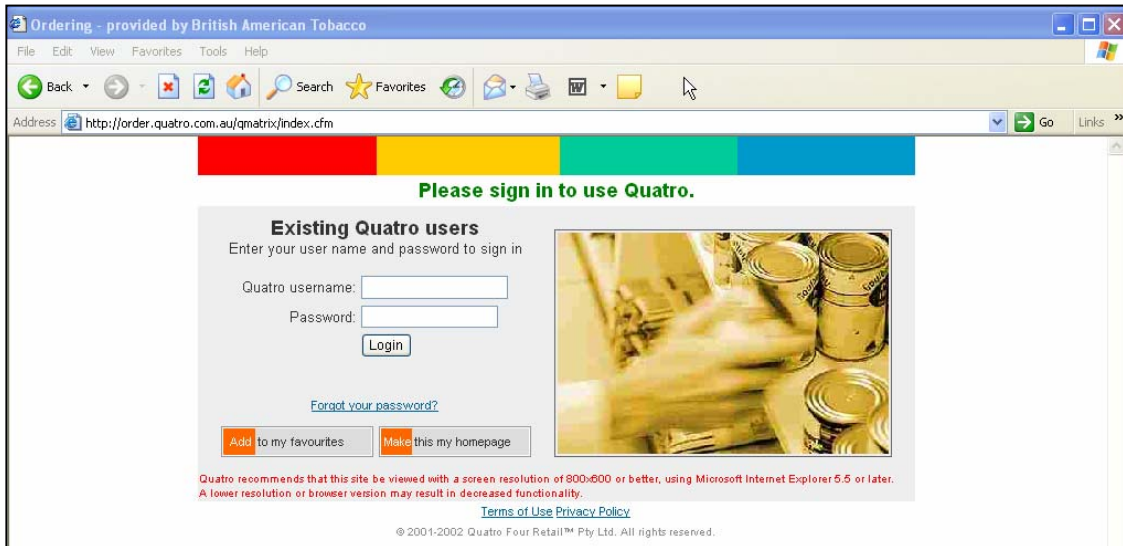


This document is provided by BATA to assist you place an Online Order through Quatro

1. Launch Internet Explorer and in the address bar input **order.quatro.com.au** and click Enter, and then input your Quatro username and Password and click Login.



2. At your first login the webpage will prompt you to change your password. Input a new password at least 6 characters long, confirm that new password and then click Continue.

Change password request

Why do I need to change my password?

The password you have used to log into Quatro is valid for one login only.
This is to protect the security of your account.

Login Name:	Your Login Name
New Password:	<input type="password"/> (Choose a password that is at least 6 characters long. You can use both letters and numbers but no spaces or special characters)
Confirm New Password:	<input type="password"/> (Please re-enter your new password and Click on [continue] to proceed.)

- After changing your password the website should prompt you to read and accept our terms and conditions, which we encourage you read and then click I Accept.
- Note, you will only be prompted to change your password and read and accept our terms and conditions the first time you login.

- The below picture is an Order and Delivery Schedule, and this is only an example; your schedule will more than likely be for different times/dates, you will see it when you logon.

Welcome to Quatro, **Your Business Name**

Please review the following notices before ordering

ORDER REMINDER

You have orders due in the next 28 days for the following suppliers:

SUN	MON	TUE	WED	THU	FRI	SAT
21-Oct	22-Oct	23-Oct	24-Oct	25-Oct BATA: Place by 12:30(EST) Delivery on 26-Oct	26-Oct	27-Oct
28-Oct	29-Oct	30-Oct	31-Oct	1-Nov BATA: Place by 12:30(EST) Delivery on 02-Nov	2-Nov	3-Nov

- The schedule is for the current month. There is writing in your order day which advises the time and date we need to need to receive your order by (NSW Time).
 - The order and delivery schedule will change during a holiday period, so remember it's your responsibility to keep up to date with any changes and order as advised.
- Below the Order and Delivery Schedule are notices that may interest you, such as a link to our current price list. To proceed, click I acknowledge these notices. Continue >>

01-Aug-2007 : BATA Price List

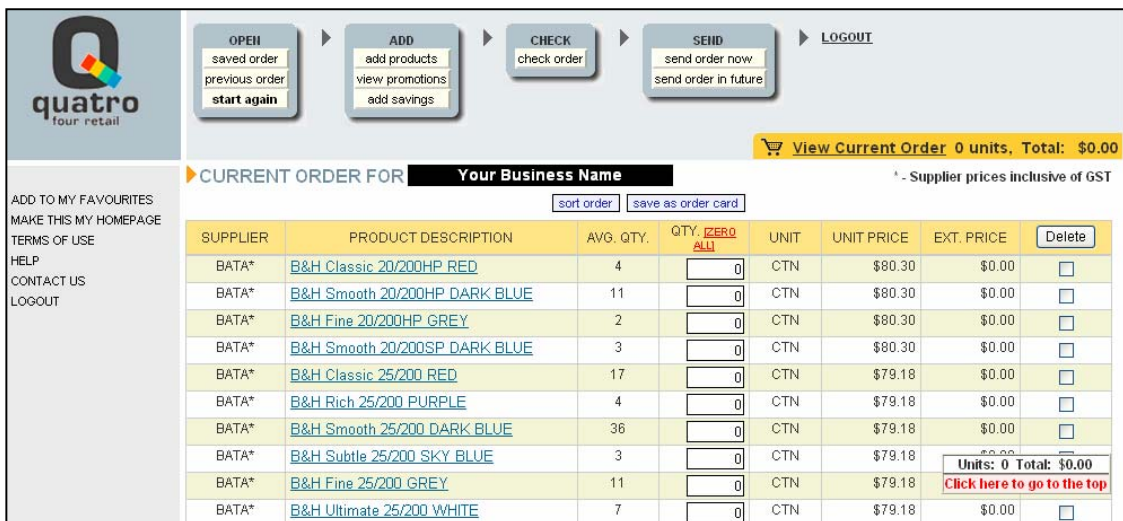
To view our current price list, please click [here](#).

I acknowledge these notices. Continue >>

- The next page will show a number of options at the top of the screen, options associated to placing and order such as open, add, send, check, and logout.
- Near the middle of the screen is the sentence OPEN SAVED ORDER CARD. Just below this is Order Name. Ensure the order name inside the rectangle box is BATA ORDER CARD and then click Open. Refer to the picture overpage.



- After you click Open, the message ‘Please wait while your order is loaded’ will appear, as it takes a few minutes to load all BATA product items on one webpage.
6. After this, you will be able to view all our products available to you on the one page. To place an order simply input the number of cartons of cigarettes or packets of cigars or pouches of tobacco in the rectangle white box next to the Product Description for each item you would like to order and then scroll to the top of the screen and click Check Order. Note prices listed below are examples.



- It’s important that you click Check Order before Send Order Now. Once you click check order and are happy with the order quantities and total, then click Send Order Now. Refer to the picture overpage.

- Finally, when you click Send Order Now, the order that you checked will be sent to BATA for processing and you will be provided with a receipt number. After this you can click Logout.

quatro
four retail

OPEN: saved order, previous order, start again

ADD: add products, view promotions, add savings

CHECK: check order

SEND: send order now, send order in future

LOGOUT

View Current Order 18 units. Total: \$1,434.20

CHECK YOUR ORDER
NOTE: this order HAS NOT YET BEEN SENT.
Please take a minute to review the order, making sure it is complete, correct and ready to be sent.

Ready to send

- Click on [send order now] & your order will be sent **NOW**
- Click on [send order in future] & you will be able to pre date your order for future order / delivery dates.

Change Order

Total order value:	\$1434.20
Savings:	- \$0.00
Net Value:	\$1434.20

SUPPLIER	DESCRIPTION	QTY.	UNIT	UNIT PRICE	EXT. PRICE
BATA	B&H Classic 20/200HP RED	2	CTN	\$80.30	\$160.60
BATA	B&H Smooth 20/200HP DARK BLUE	2	CTN	\$80.30	\$160.60
BATA	B&H Fine 20/200HP GREY	2	CTN	\$80.30	\$160.60
BATA	B&H Smooth 20/200SP DARK BLUE	2	CTN	\$80.30	\$160.60

- If you need to add to an order, please start again and create another order for the additional items. When the stock is delivered you will receive separate invoices.

The Quatro Team
British American Tobacco
Quatro Helpdesk 1300 782 876